# Free and Reduced Priced Application Process
# July 2009

Timeline of Activities



| End of July-<br>Beginning of August | Beginning of August -<br>Mid September | October 1-<br>October 31 | November 15 | December 15 |
|---|---|---|---|---|
| •Run Direct Certification<br>•Send notification letters to households that are directly certified<br>•Distribute F/R applications | •Collect and approve F/R applications<br>•Cross check applications with direct certification list | •Select sample for verification<br>•Run Direct Verification<br>•Send notification letters to households that were selected for verification | •Verification must be complete | •Verification Summary must be submitted |

1. Run Direct Certification in July.  Direct Certification how-to manuals can be found on our website at www.doe.in.gov/food
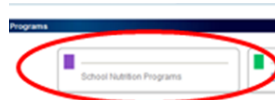
2. Send letter to each household notifying them that their child(ren) are directly certified and an application does not need to be completed

3. Send an application and parent letter/instructions to each household either by mail or insert into enrollment packet (do not send to households that are directly certified)

4. As you receive applications, cross check with the direct certification list and disregard any applications for households that have been directly certified

5. Make sure each application is complete and includes the following:

    a. EACH child's name and school they attend

    b. List ALL family members and income for each or check box if no income

    c. Select the frequency of pay, weekly, bi-weekly, monthly, annual.  Bi-monthly is not a selection so if you are unsure of frequency, contact the household to verify and document on the application with date and your initials

    d. Adult signature

    e. Social security number (for income eligible applications or a checkmark if no social)

    f. Date signed

6.  Use the income guidelines to calculate benefit

    a.  If frequencies of pay are different, calculate annual pay

    b.  Bi-monthly income is calculated based on 24 pay periods

    c.  If there is no household income, approve applications temporarily for up to 45 days, then follow

        up in 45 days to determine if household is receiving income.  Applications can be approved

        temporarily more than once.

7.  Complete the eligibility determination section on the back of the application and sign

8.  Flag every application that is within $100 of the monthly amount or $1200 of the yearly amount on

    the income eligibility guidelines if you will be doing standard verification

9.  File your applications by building

10. When a student withdraws, pull the application, document the withdrawal date and file in a

    "withdrawn" file

**NOTE:  The Eligibility Guidance Manual will answer questions regarding applications for homeless,**

**migrant, adopted, and foster children and how to handle those applications**

11. At the beginning of October, pull your 3% sample for verification

    a.  Standard sampling – select 3% of error prone applications

    b.  Alternate/Random sampling – randomly select 3% of applications

    c.  Alternate/Focused sampling - select 1% error-prone income applications plus .5% of categorical

        applications
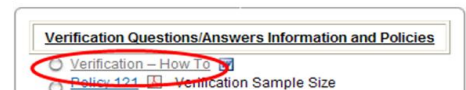
12. Make copies of the applications selected for verification and place the originals in a  separate file

    labeled "verification"

13. Complete direct verification for each application selected by selecting Lookup, Verification (found

    on the pull-down menu in the application center (STN database))

    a.  If you find a household listed, print the information and attach to the copy of the application and

        that application is verified and can be filed in your verification file

    b.  If one child in a household is directly verified, that household application is verified

14. For applications that cannot be directly verified send letters to the household notifying them their application was selected for verification

15. When you receive verification of income, calculate benefit based on that income

    a. If the household benefits are reduced, you must notify the household and change the benefit at 10 days

    b. If the household benefits are increased, you must notify the household in 3 days and change the benefit immediately

16. In the event that a household does not respond, follow up with a phone call or e-mail

    a. If the household still does not respond, they must be removed from the program

17. Letters notifying household of change/no change in benefit can be found on our website

18. Verification must be complete by November 15

19. Verification summary must be completed and submitted to our office by December 15.

    a. The verification summary will not be available to you until after you file your October claim.

    b. It can be found on the CNPweb on the Claims/AFR tab.

20. Complete the verification section on the back of the verified application(s).